

CALL IN PROCEDURE FOR REQUESTING SICK AND  
EMERGENCY ANNUAL LEAVE

1. Veterans Affairs Division:
  - a. Employee will:
    - 1) Call their immediate supervisor by 7:30 a.m. on a scheduled work day to request sick leave or emergency annual leave.
    - 2) If their immediate supervisor is unavailable, request leave from Assistant Director, Director, or their designee in their absence.
    - 3) Call their supervisor each day of absence until employee returns to work. Exception - Employee has provided supervisor with a statement from physician showing the employee's expected date to return to work.
2. Veterans Home Division:
  - a. General:
    - 1) An employee's leave request will not be considered approved if a message is left with Security, another employee, or on an answering machine.
    - 2) Employee must make the request personally unless extreme circumstances exist. If someone other than the employee calls in, the employee must call the supervisor at the very first opportunity or the employee will be considered unexcused.
    - 3) The employee shall make sure the leave has been approved before failing to report as scheduled/instructed. Supervisors will approve leave as the work load and staffing permits. Employees scheduled to work are obligated to the Agency for the entire shift and must show good cause if absent. Failure to do so will result in disciplinary action.
    - 4) Non-medical emergency leave (Annual leave which has not been approved five (5) days in advance) will be granted as the work load and staffing permits. Failure to follow the Supervisor's instructions, i.e., calling in during the day, or reporting at a specified time will result in a disciplinary action.
    - 5) An employee who provides a physician's statement for the illness of a child, or the serious illness of an immediate family member, will be granted sick leave provided the conditions of sick leave have been met. However, illnesses of the immediate family that

cause an employee to be absent but do not require a visit to a physician will be charged to annual leave, providing the leave was properly approved.

- 6) The agency allows three (3) days sick leave for the death of an immediate family member. If the employee needs additional time, annual leave may be granted if the work load permits and provided the employee notifies the supervisor that more time is required.
- 7) The agency recognizes that there is some justification at times for an employee to be off due to the hospitalization of an immediate family member, as with small children. However, employees who call in requesting leave due to the hospitalization of an adult family member who is not critically ill, as in routine surgeries or tests and observations, should make every effort to sit with the relative before and or after the duty tour is completed. The agency will work with the employee in early leave or late arrival, depending on the need of the agency.

b. Nursing Section - Only the Director of Nursing (DON) or Administrator can approve leave.

- 1) Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN) and Registered Nurse (RN) will:
  - a) Call the DON, or the Administrator in his/her absence, no later than two (2) hours prior to duty time.
  - b) Call each day thereafter until a physician's statement is submitted showing expected day of return to work or emergency leave request has been approved.

c. Food Service Section: Only the Food Service Supervisor or Administrator can approve leave.

- 1) Employee will:
  - a) Call the Head Food Service Supervisor or the Administrator in his/her absence no later than thirty (30) minutes prior to duty time.
  - b) Call each day thereafter until a physician's statement is submitted showing expected day of return to work or emergency leave request has been approved.

d. Maintenance Section: Only the Maintenance Supervisor or Administrator can approve leave.

- 1) Maintenance employee will:

- a) Call the Maintenance Supervisor or the Administrator in his/her absence no later than one (1) hour before the scheduled duty time.
  - b) Call each day thereafter until a physician's statement is submitted showing expected day of return to work or emergency leave request has been approved.
- 2) Custodial Workers and Laundry Worker will:
  - a) Call the Head Custodial Supervisor or the Administrator in his/her absence no later than one (1) hour before the scheduled duty time.
  - b) Call each day thereafter until a physician's statement is submitted showing expected day of return to work or emergency leave request has been approved.
- e. Security Section: The Security Supervisor or the Administrator can approve leave.
  - 1) Security Officers will:
    - a) Call the Security Supervisor or the Administrator in his/her absence no later than one (1) hour prior to scheduled duty time.
    - b) Call each day thereafter until a physician's statement is submitted showing expected day of return to work or emergency leave request has been approved.
- f. Administrative Personnel will:
  - 1) Call the Administrator no later than one (1) hour prior to scheduled duty time. Call daily thereafter or until a physician's statement is submitted showing the expected day of return to work or emergency leave request has been approved.
- g. Director of Nursing, Management Project Analyst, Food Service Supervisor, Custodial Supervisor and Maintenance Supervisor will:
  - 1) Call the Administrator no later than one (1) hour before the scheduled duty time. Call daily thereafter or until a physician's

statement is submitted showing the expected day of return to work or emergency leave request has been approved.

- h. Social Workers, Rehabilitation Counselor, and Activity Director will:
    - 1) Call the Administrator no later than one (1) hour before the scheduled duty time. Call daily thereafter or until a physician's statement is submitted showing the expected day of return to work or emergency leave request has been approved.
  - i. All other employees will:
    - 1) Request leave from the Administrator.
- 3. Supervisor and Administrator cell phone numbers are made available to each employee or posted on the bulletin board in each section. Employees should record these numbers in their personal records.
  - 4. An employee on duty on weekends and holidays that does not have access to an office phone may request assistance of security in making a phone call.
  - 5. An employee may call security, identify him/herself, request the phone number(s) of the supervisors in his/her chain of command. Security may give out such phone numbers and log such activity.